

CHAPTER 5

PRIORITY PLACEMENT PROGRAM
JOB OFFERSA. MAKING JOB OFFERS

1. Offers to PPP registrants are to be made by a representative of the gaining activity Civilian Personnel Office to a representative of the releasing activity Civilian Personnel Office. No representative of the gaining activity will contact a registrant directly, unless the Zone Coordinator has approved such direct contact. Any selective or special requirement, including knowledges, skills and abilities needed to satisfactorily perform the duties of a position being offered will be clearly and thoroughly communicated to the releasing activity so that proper qualifications determinations may be made. In order to be considered sufficiently well qualified, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Supervisors and other subject matter experts may be consulted by CPOS for guidance in order to resolve qualification issues.

2. The priority and information contained in resumes will be used to determine to whom an offer will be made first. Only in rare situations should additional information be required. Any additional information needed will be obtained by telephone from activities within CONUS and by electrical message from activities outside CONUS. Such additional information may be obtained through the use of a Standard Form 171 or similar document when the position to be filled is at the GS-12 or higher grade level. In addition, Official Personnel Folders may be obtained and reviewed for those registrants referred for GS/GM-14 and 15 positions.

3. As indicated in the preceding paragraph, offers to GS/GM-14 and 15 registrants may not be consummated as quickly as those for other grades. Accordingly, when placement consideration is underway at grades GS/GM-14 or 15 and a subsequent offer for a lower grade is received by the registering activity, the lower grade offer will be held in abeyance pending resolution of the GS/GM-14 or 15 offer. In such cases the appropriate Component Coordinator will be advised so that prompt action can be taken to preclude any undue delay in determining which offer is appropriate.

4. An offer is not to be made if such placement would result in a prohibited promotion.

(Chap 5, Para A5)

5. The gaining activity c Po will immediately contact the registering activity CPO by telephone (if necessary, by electrical message to activities outside CONUS) and make an offer consistent with priorities. CONUS activities making offers to overseas registrants will send an information copy of messages to the Overseas Regional Coordinator. Offers will be made to:

- a. Priority 1 registrants before Priority 2.
- b. Priority 2 registrants before Priority 3.

6. Basic priority levels shall be consistent across component lines. Within assigned priorities, components may determine the order of job offers after considering such factors as registrant qualifications, geographic area, owning component and costs.

7. Activities in CONUS making offers to registrants from overseas activities will include in the electrical message: (See page 5-6 for sample message)

- a. The fund citation for miscellaneous expense allowances and temporary quarters subsistence expenses.

- b. The gaining activity code.

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- c. The location of the position if remote from the activity.

- d. Any special qualifications that must be met.

- e. Any other information pertinent to the job, such as it being obligated, located at an activity under study for closure, or in the Excepted Service, etc.

- f. Indicate a desired reporting date, in accordance with Chapter 3, paragraph B34 for the registrant to report for work.

8. Offers will be made until vacancies are filled, referred resumes are exhausted, or offers are not required by reason of the registrants' priorities. A referred resume that is a valid match against a position, remains in effect until a personnel action is completed for the position, even if the registration period for the registrant has expired.

9. When registrants are referred to an activity for more than one position at different grade levels, the offer will be made for the highest grade.

10. Offers to PPP registrants will not be unduly delayed or denied because the required personnel security investigation has not been completed. When such investigation is required, it will be completed

(Chap 5, Para A10 cent'd)

as expeditiously as possible. As outlined in DoD Directive 5200.2, "A final adverse determination may not be taken unless **administrative** procedures are made available that will give the individual an opportunity to refute allegations made against him or her. " In those instances, where it is not possible for the gaining activity to enter a PPP registrant on duty and assign non-classified duties while the clearance process is working, an offer will still be made. The registrant being made the offer, has three choices:

a. Accept the offer, be deleted from the Priority Placement Program, and delay his or her reporting date until the appropriate clearance is granted .

b. Accept the offer on a conditional basis and remain in the Priority Placement Program with the option of either accepting or declining one subsequent offer, should such an offer materialize prior to the security clearance being granted .

c. Decline the offer on the basis that the delay in reporting is unreasonable and therefore the offer is not valid. The registrant, of course, would remain in the program.

Any questions regarding security clearance cases should be referred promptly to the Regional Coordinator.

11. 'The normal reply time to an offer involving CONUS activities is 24 hours. The normal reply time when the registering activity is overseas is 7 calendar days. When a timely response is not received from an overseas activity, the gaining activity CPO will contact the appropriate Overseas Liaison Officer for assistance. Failure to receive a timely response from any offer is not a valid reason to consider a registrant unavailable and gaining activities will take no further placement action until the outstanding offer is resolved.

12. Once a commitment of employment is made to a registrant, it will be honored, unless approval to withdraw the offer is obtained from the Zone Coordinator. Activities will not unilaterally withdraw offers under any circumstances. Zone Coordinators will permit withdrawal of offers only in rare and unusual circumstances.

13. When the offer and/or consideration has been consummated , one copy of each referred resume must be completed indicating the appropriate report action code and returned to DDSC . The report action must be signed by an official of the civilian personnel office * and returned promptly, but not later than 45 calendar days (Priority 1 and 2) and 55 calendar days (Priority 3) after receipt of the resumes. Instructions on report actions are contained in Chapter 11 of this manual.

(Chap 5, Para B)

B. RELATIONSHIP BETWEEN PPP AND OPM PLACEMENT PROGRAMS

1. The PPP does not supersede enforceable statutory or regulatory rights of employees or former employees, including the provisions of 5, CFR, Part 330, Subpart 3, Section 330. 201(a) , which covers the Re-employment Priority List (RPL) . A discussion of the relationship between the PPP, the RPL, and the Displaced Employee Program (DEP) follows . (Also see page 5-7 for matrix)

a. The RPL will be established and maintained under the provisions of FPM Chapter 351, Subchapter 9, and positions will be filled from the RPL in accordance with FPM Chapter 330, Subchapter 2.

b. Although the RPL does not normally preclude promotion or reassignment within the component, such actions cannot be effected when a PPP Priority 1 or 2 registrant is available.

c. When RPL and PPP Priority 1 or 2 registrants are available, positions will be offered to RPL registrants ahead of PPP registrants except that:

(1) PPP registrants still employed anywhere in the same component will be given offers before RPL registrants for positions above the grade from which the RPL registrant was separated .

(2) PPP registrants still employed in the same component will be given offers before RPL registrants when both are within the commuting area of the position.

(3) PPP registrants still employed in the same component but outside the commuting area of the position may be given an offer before the RPL registrants. This is at the discretion of the employing activity.

d. In displacing temporary appointees in continuing positions, the following order will be applied :

(1) PPP registrants still employed from within the same component for positions at grades higher than the grade held by the RPL registrants while employed .

(2) RPL registrants or PPP registrants **still** employed in the same component and within the commuting area of the **position**. This is at the discretion of the employing activity.

(3) Other PPP registrants in priority order.

(4) DEP registrants certified by an OPM office.

(Chap 5, Para B1e)

e. When RPL registrants are available, temporary promotees and re-employed annuitants (other than annuitants **re-employed** under trial retirement programs) in continuing , uncommitted positions will be displaced by PPP Priority 1 or 2 registrants when they are still employed and in the same component. Displacement will be by priority order. RPL and DEP registrants do not displace temporary promotees.

f. Only RPL and DEP registrants may displace term appointees.

2. Activity CPOS should contact the Zone Coordinator for further guidance when questions concerning the priority of offers to PPP, RPL, or DEP registrants cannot be resolved .

C. QUALIFICATIONS DISPUTES

1. Civilian personnel offices at gaining activities are not authorized to disqualify registrants by unilateral determination. However, when there is a mutual decision between the gaining and releasing activity CPOS that a registrant(s) is not qualified for a particular position, an offer is not required .

2. When , the gaining and releasing activity CPOS disagree on a registrant's qualifications for a position, the dispute will be resolved by the appropriate Coordinators) . Each CPO will promptly (within fifteen calendar days of the date of the dispute) furnish the rationale for the determination to the appropriate Regional Coordinator. The appropriate Regional Coordinator for the gaining activity is the person having jurisdiction over the area where the position is located. The appropriate Regional Coordinator for the registering CPO is the person having jurisdiction over the "A" coded activity which effected the registration.

a. The Regional Coordinator's decision is final when the person has jurisdiction over both the gaining and releasing activities.

b. When a dispute falls under the jurisdiction of more than one Regional Coordinator and they cannot agree, the final decision will be made by the Component Coordinator when the activities are of the same component, or by the Zone Coordinator who has purview over the gaining activity when the activities are of different components.

c. Any registrant expressing concern in writing for any action affecting him/her as a result of registration in the PPP will be provided a written explanation by the deciding coordinator.

JOINT MESSAGEFORM					SECURITY CLASSIFICATION				
●AO E	DTG/RELEASER TIME			PRECEDENCE	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE-TIME	MONTH	V *	ACT	INFO				
OF									
OK	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: DDMT MEMPHIS (382A)</p> <p>TO: 81 MSSQ RAF BENTWATERS UK/ /MSCS//</p> <p>INFO : DOD OVERSEAS REGIONAL COORDINATOR (AS APPROPRIATE)</p> <p>UNCLAS : 90-01</p> <p>SUBJECT : PPP JOB OFFER</p> <p>4. REF DOD 1400.20-1-M</p> <p>1. MS MARY J DOE 001-00-0001 OFFERED POSITION OF COMPUTER SYSTEMS ANALYST</p> <p>2S-334-12 IAW REF A.</p> <p>2. POSITION REQUIRES IN-DEPTH KNOWLEDGE OF ELECTRONICS COMPONENTS NOMENCLATURE AS</p> <p>RELATED TO COMPUTERIZED INVENTORY AND STOCK CONTROL SYSTEMS. (Activities SHOULD</p> <p>INCLUDE AN ADEQUATE DESCRIPTION OF THE DUTIES OF THE POSITION BEING OFFERED TO</p> <p>ENSURE THE REGISTERING CIVILIAN PERSONNEL OFFICE HAS A CLEAR UNDERSTANDING OF THE</p> <p>QUALIFICATIONS REQUIRED TO BE "WELL QUALIFIED. " THE DESCRIPTION OF DUTIES WILL BE</p> <p>COMMENSURATE WITH THE GRADE AND COMPLEXITY OF THE POSITION BEING OFFERED.)</p> <p>3. POSITION IS OBLIGATED TO FORMER EMPLOYEE CURRENTLY SERVING IN MILITARY SERVICE.</p> <p>EXPECTED DATE OF RETURN IS 1 JAN 1992.</p> <p>4. FUND CITATION FOR MISC EXP AND TQA AS FOLLOWS:</p> <p>1234567 7077 7078 7079 00001 46593 46594 46595 000002 000003 S3010101.</p> <p>5. REQUEST NOTIFICATION BY RETURN MESSAGE OF ACCEPTANCE OR DECLIANTION OF POSITION</p> <p>OFFER WITHIN 7 CALENDAR DAYS.</p>									

Figure 5-1. Sample Message to Overseas Activity.

TYPE OF ACTION	CONDITIONS	ORDER OF OFFERS			
		First	Second	Third	Fourth
Fill vacant continuing position	Grade is higher than last held by RPL registrant	PPP priority 1&2 still employed anywhere in component	RPL*	PPP Priority 3 registrant	DEP
	Grade is not higher than last held by RPL registrant	PPP Priority 1&2 still employed in component in commuting area	RPL* or PPP Priority 1&2 still employed in component outside commuting area	PPP Priority 3 registrants	DEP
Displace temporary appointees in continuing positions, except those annuitants reemployed under Trial Retirement Programs, those employees serving under Taper or term appointments, 30% disabled veteran appointees and those physical ly or mentally handicapped employees serving under Schedule A or B Excepted Appointment Procedures.	Grade is higher than last held by RPL registrant	PPP Priority 1&2 still employed anywhere in component	RPL	PPP Priority 3 registrants	
	Grade is not higher than last held by RPL registrant	RPL or PPP Priority 1&2 still employed anywhere in component	Other PPP registrants in Priority order	DEP	
Displace temporary assignees (e. g., those promoted, detailed, reassigned, or changed to lower grade) to a continuing position.	Grade is higher than last held by RPL registrant	PPP Priority 1&2 still employed anywhere in component	RPL*	Other PPP Priority 1&2 registrants in priority order	
	Grade is not higher than last held by RPL registrant	RPL* or ppp Priority 1&2 still employed anywhere in component	Other PPP Priority 1&2 registrants in priority order		
Displace Taper or term appointees and those serving under other non-temporary appointments except Status Quo employees	Representative rate of the position is the same as or lower than that of the position last held by the registrant	RPL*	DEP		

* The RPL does not preclude the filling of vacancies by position change of current component employees (FMP CH 330, Sub CH 2); however, when PPP registrants are available this order of offers must be followed through PPP Priorities 1&2.

Figure 5-2. Matrix of order of offers from RPL, DOD/PPP and DEP.